

MEMORANDUM NO. 1304

Establishment of USDA Committee For
Technical Cooperation With Foreign Areas

CFH

The President on September 8, 1950 signed an Executive Order "Providing for the Administration of the Act for International Development." This Executive Order authorized the Secretary of State to perform the functions and exercise the powers and authority vested in the President by the Act. A Technical Cooperation Administration is organized in the Department of State to administer and coordinate these functions.

Under direction of the Technical Cooperation Administrator, operations in the field are conducted by the departments and agencies of the United States Government especially concerned with the substance of the program.

The Department of Agriculture has been given an important role in the technical cooperation program. Within the Department, the Office of Foreign Agricultural Relations has been designated to coordinate the development and execution of projects. In order to provide broad policy and to facilitate the participation of the Department, and through it the Land-

Grant institutions and private agricultural agencies, there is hereby

sub. committee of the Department's Policy and
established a ~~Department of Agriculture Committee~~ to be known as "USDA
Program Committee
Committee for Technical Cooperation With Foreign Areas." This committee

will consist of C. J. McCormick, Chairman, and the heads of ARA, Ext, FS, BAE, SCS, PMA and OFAR. In Mr. McCormick's absence the Director of OFAR will act as Chairman.

CONFIDENTIAL

Statement of USAID Director for

Technical Cooperation with Latin America

CRG

The President on September 1, 1970 signed an executive order "providing for the Administration of the Act for International Development." This executive order authorized the Secretary of State to carry out the functions and exercise the powers and authority vested in the President by the Act. Technical Cooperation Administration is organized in the Department of State to administer and coordinate these functions.

Under direction of the Technical Cooperation Administrator, operations in the field are conducted by the Administrator and his staff and divided into four major areas: (1) technical assistance, (2) training, (3) research and development, and (4) technical cooperation projects. The Department of Agriculture has been given an important role in the technical cooperation program. Within the Department, the Office of Technical Assistance Relations has been designated to coordinate the development and execution of projects. In order to provide policy and to facilitate the participation of the Department, the Director of the United States Agency for International Development and his staff, there is a joint committee of the Department of State and the United States Agency for International Development. This committee is composed of representatives of the Department of State, the United States Agency for International Development, the United States Atomic Energy Commission, and the United States National Science Foundation. The committee is chaired by the Director of the United States Agency for International Development.

Subcommittee of the Department of State

DEPARTMENT - 2 - AGRICULTURE
WASHINGTON, D. C.

This group will be primarily a policy body through which the whole Department may participate in the work and responsibilities of the technical assistance program. It will meet frequently and be responsible for policy formulation with respect to program objectives, program planning and review, the nature and content of programs, the participation of bureaus or agencies of the Department in program planning and execution and the participation of private and state agricultural agencies in implementing the technical assistance policy of the United States in the field of agriculture.

This committee may, as it deems fit, establish sub-committees or working groups utilizing the bureaus and agencies of the Department of Agriculture.

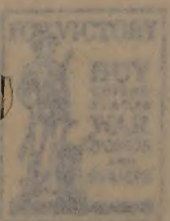
Liaison between the Department and Land-Grant institutions will be maintained with the assistance of the Joint USDA-Land-Grant Committee for Assistance to Foreign Areas.

Ross E. Moore

~~Long Street~~

OFAR

Charles F. Brannan



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This committee may, as it deems fit, establish sub-committees or working groups utilizing the bureaus and agencies of the Department of Agriculture.

Liaison between the Department and land-grant institutions will be maintained with the assistance of the Joint USDA-Land-Grant Committee for Assistance to Foreign Areas.

John E. ...
...
...



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 29, 1952

MEMORANDUM NO. 1305

Appointment of Dr. P. V. Cardon as Director
of the Graduate School

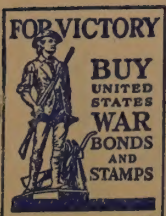
It is a source of gratification to all of us that upon invitation of the General Administration Board, Dr. P. V. Cardon, Agricultural Research Administrator, Emeritus, has accepted appointment as Director of the Graduate School. The vacancy was created by the decision of Director L. H. Rohrbaugh to enter foreign service with the State Department during a two-year leave of absence from the Graduate School. That Dr. Cardon could be persuaded to fill that vacancy is a peculiarly fortunate development. We can be certain that his service on behalf of the Graduate School will be influenced at all times by his well-known conscientious devotion to the work of the Department and to the advancement of public service generally. I, personally, am pleased that his appointment will insure his continued association with us.

The success of the Graduate School is largely conditioned on the active interest and participation in its program by many employees of the Department, whether as students, teachers, committee workers, Council members, or members of the General Administration Board. I realize that such support of the Graduate School is basically voluntary and gratuitous. But it is this very fact, that makes the Graduate School a unique institution of increasing importance.

Sometime ago a competent committee reviewed the work of the Graduate School and made constructive recommendations for its improvement. Dr. Cardon was a member of that committee, of which Dr. Sherman E. Johnson of the Bureau of Agricultural Economics was chairman. It is the earnest desire of the General Administration Board to develop the program of the Graduate School along lines recommended by that committee. I believe it will be in the interest of the Department to assist the Board in carrying out its desire. To this end, continued sympathetic cooperation is solicited.

Charles F. Brannan

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

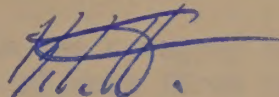
March 4, 1952

MEMORANDUM NO. 1306

Secretary's Memoranda and Administrative Regulations

In order to provide a central point for review and clearance of Secretary's numbered Memoranda, Secretary's Memoranda to Heads of Department Agencies, and amendments to the Administrative Regulations for the signature of the Secretary, it is requested that these documents be referred to Mr. E. J. Overby of the Secretary's staff before presentation for signature. Mr. Overby will be responsible for seeing that Secretary's Memoranda and the Administrative Regulations are kept current and in good order.

The processing, stocking, and indexing of these documents will continue to be handled by Secretary's Records Section.



Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MARCH 24 1952

MEMORANDUM NO. 1307

USDA POLICY REGARDING COOPERATIVES

The U. S. Department of Agriculture is charged with a broad public responsibility for promoting the general welfare and with a specific responsibility for promoting the welfare of our rural population. The realm of fulfillment for both responsibilities lies in the maintenance of a sound, strong agricultural economy within the framework of the American system of private enterprise.

These responsibilities involve the Department in relationships with all of the major economic factors affecting American agriculture. One of the strongest relationships exists between the Department and the Nation's system of farmer cooperatives. The nature of this relationship is forged in part by the Federal legislation which gives life, purpose, and guidance to the Department, and in part by the economic problems confronting American agriculture as a whole.

American family farms fall in the category of small business firms, and face the problems of such firms in a national economy in which there is a definite trend toward more and more concentration of economic power. The farmer is in a weak competitive position in dealing with economic problems beyond his individual control. He has sought and continues to seek means of overcoming his isolation and improving his position by joining with other farmers to gain mutual advantage and protection through self-help. From such efforts have come the many and diverse forms of cooperatives found in rural America today. They represent modernization of the tradition of neighbors working together to help themselves and each other in purely democratic fashion.

Based on these truths, Congress and state legislatures have both seen fit, over several decades, to pass legislation which they felt would encourage farmers to attack their own problems directly through the formation of cooperatives. Numerous acts have aimed to encourage the establishment, operation, and growth of cooperatives organized, owned, and controlled by farmers. It is fair to

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



1304

THE FUTURE OF AGRICULTURE

The U. S. Department of Agriculture is charged with a broad public responsibility for insuring the general welfare and the economic responsibility for promoting the welfare of our rural population. The terms of this responsibility are broad and far-reaching. They include the maintenance of a sound, strong agricultural economy within the framework of the American system of private enterprise.

These responsibilities involve the Department in many phases of the nation's economic life. It is concerned with all of the major economic factors affecting American agriculture. One of the most important relationships between the Department and the Nation's people is that of farmer and consumer. The nature of this relationship is being changed in part by the Federal legislation which gives life, purpose, and substance to the Department, and in part by the economic problems confronting American agriculture as a whole.

American family farms fall in the category of small business firms, and face the problems of such firms in a business economy in which there is a definite trend toward more and more concentration of economic power. The farmer is in a weak competitive position in dealing with economic problems because his individual control is too small and confined to such areas of production as his production and marketing his products in relation with other farmers to gain mutual advantage and protection through self-help. From such efforts have come the many new private farm organizations found in rural America today. Their development and the solution of the problem of self-help working together to help themselves and each other in purely economic fashion.

Based on these facts, Congress and State legislatures have both seen fit, over several decades, to take legislative action which would encourage farmers to organize their own economic strength through the formation of cooperatives. Farmers have been encouraged to organize the establishment, operation, and control of cooperatives organized, owned, and controlled by farmers. It is this

say that these acts have given recognition to the following concepts:

...American agriculture is the most basic industry of the Nation, and farmer cooperatives are vital to its continued functioning as a strong productive segment of the national economy,

...the American system of family farms is a foundation of the Nation's democratic traditions, and farmer cooperatives with their highly democratic structure make continuation of that foundation possible,

...The American economy is highly organized and it is important that farmers have means of acting together for common purposes and in order to protect their economic position. Farmer cooperatives are a means toward these ends.

The Department hereby affirms and accepts the policy which has prevailed through many years with respect to the Department's relationship with farmer cooperatives. Specifically, it is our desire that we continue to carry out this policy to the end that, within the limits set by Federal legislation and by Congressional appropriations, the Department shall:

1. Encourage the sound development and effective utilization of cooperatives by farm people in the production and marketing of their products, and to obtain goods and services not available or not as efficiently provided otherwise.

2. Provide research, educational and advisory services to rural people regarding the possibilities and limitations of cooperative enterprise, and in so doing work with state and local agencies and groups concerned with the development of cooperatives.

3. Give due consideration to cooperatives in the performance of the Department's functions, recognizing the ways in which such cooperatives differ basically from other enterprises subject to such functions.

4. Give full support through each agency of the Department to whatever specific research, educational, advisory, credit or regulatory functions such agency is authorized to carry out with regard to cooperatives.

5. Coordinate the activities of USDA agencies concerned with cooperatives to the end that the Department's responsibilities regarding cooperatives may be met most efficiently.

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4. Give full support through each agency of the Department to whatever specific research, educational, advisory, credit or regulatory functions such agency is authorized to carry out with regard to cooperatives.

5. Coordinate the activities of USDA agencies concerned with cooperatives to the end that the Department's responsibilities regarding cooperatives may be met most efficiently.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C.

- 3 -

April 16, 1952

6. Direct the Department's efforts, and the efforts of its agencies and employees concerned with cooperatives, toward strengthening cooperatives as self-help organizations -- member-owned and controlled -- whose effective functioning is in the public interest.

Policy Regarding Cooperatives

Following issuance of Secretary's Memorandum No. 1387, dated March 24, headed "Policy Regarding Cooperatives", the Department invited all major cooperative organizations to send a representative as an advisory committee to discuss the subject. It is now desired to establish a committee to complement the one above.

Charles F. Brannan
Secretary

It is expected that the advisory committee will wish to discuss with appropriate officials the problems involving relationships between cooperative activities and Department programs, and that it will be convenient to have an established group to consider recommendations and initiate such actions as are deemed to be in order. Business may sometimes be expedited by joint meetings of these two groups, and we shall make such arrangements as may be indicated by matters raised for consideration.

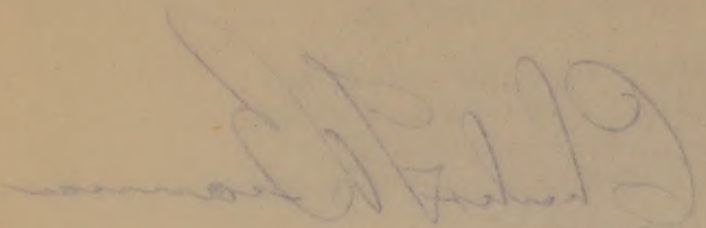
The following named heads of agencies are hereby designated as members of the Department Committee on Cooperatives. This committee shall function as a sub-committee of the Policy and Program Committee. I shall serve as Chairman and Assistant Secretary Fitchingham is designated as Vice Chairman.

C. L. Dickard, REA
L. W. Cullen, HCA
C. F. Schneider, FIA
L. T. Watts, FS
C. T. Wells, HAE
B. T. Snow, ASA

M. E. Wilson, Ent.
E. M. Salter, SCS
D. S. Lister, FRA
F. A. Flood, OFAS
J. W. Brinham, OCH
J. V. Muhl, CIA

Charles F. Brannan
Secretary

c. Direct the Department's efforts, and the efforts of its agencies and employees concerned with cooperatives, toward strengthening cooperatives as self-help organizations -- member-owned and controlled -- whose effective functioning is in the public interest.


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 16, 1952

MEMORANDUM NO. 1307, SUPPLEMENT I

USDA Policy Regarding Cooperatives

Following issuance of Secretary's Memorandum No. 1307, dated March 24, headed "USDA Policy Regarding Cooperatives," the Department invited six major cooperative organizations to accept membership on an advisory committee to deal with this broad subject. It is now desired to establish a committee of Department officials to complement the one above.

It is expected that the advisory committee will wish to discuss with appropriate officials the problems involving relationships between cooperative activities and Department programs, and that it will be convenient to have an established group to consider recommendations and initiate such actions as are deemed to be in order. Business may sometimes be expedited by joint meetings of these two groups, and we shall make such arrangements as may be indicated by matters raised for consideration.

The following named Heads of Agencies are hereby designated as members of the Department Committee on Cooperatives. This committee shall function as a sub-committee of the Policy and Program Committee. I shall serve as Chairman and Assistant Secretary Hutchinson is designated as Vice Chairman.

C. L. Wickard, REA	M. L. Wilson, Ext.
I. W. Duggan, FCA	R. M. Salter, SCS
G. F. Geissler, PMA	D. B. Lasseter, FHA
L. F. Watts, FS	F. A. Flood, OFAR
O. V. Wells, BAE	J. W. Brainard, FCIC
B. T. Shaw, ARA	J. M. Mehl, CEA

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 16, 1932

MEMORANDUM NO. 1307, SUBMITTAL I

U.S. Policy Regarding Cooperatives

Following issuance of Secretary's Memorandum No. 1307, dated March 22, headed "U.S. Policy Regarding Cooperatives", the Department invited the major cooperative organizations to accept membership on an advisory committee to deal with this problem. It is now desired to establish a committee of Department officials to consider the one above.

It is expected that the advisory committee will wish to discuss with appropriate officials the problems involving relationships between cooperative activities and Government programs, and that it will be convenient to have an established group to consider recommendations and initiate such actions as are deemed to be in order. Meetings may sometimes be expedited by joint meetings of these two groups, and we shall take such arrangements as may be indicated by matters raised for consideration.

The following named heads of agencies are hereby designated as members of the Department Committee on Cooperatives. This committee shall function as a sub-committee of the Policy and Program Committee. I shall serve as Chairman and Assistant Secretary Hutchinson is designated as Vice Chairman.

- | | |
|---------------------|--------------------|
| W. L. Wilson, ACT. | G. L. Richard, ASA |
| H. W. Salter, ASA | I. F. Duggan, PCA |
| D. E. Lusk, ASA | H. F. Gifford, TNA |
| V. A. Elson, OMA | L. T. Bates, FS |
| J. A. Brinkley, RHC | G. V. Kelly, SAS |
| G. W. Merrill, OMA | H. T. Shaw, ASA |

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Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1952

MEMORANDUM NO. 1308

National Farm Safety Week
July 20-26, 1952

The President has proclaimed the week of July 20-26 as National Farm Safety Week. A copy of his Proclamation is reproduced on the reverse side of this sheet. National Farm Safety Week is sponsored jointly by the Department of Agriculture and the National Safety Council, in cooperation with the States and counties, the farm organizations, farm press and radio, and other groups interested in agriculture.

Recent data on injuries to farm people suggest some improvement over previous years, but the record isn't good enough.

This year the American farmer is asked to increase his output to care for the needs of hungry people in other countries, to supply our armed forces abroad, and to feed an increasing population at home. At the same time, agriculture is losing skilled help to the Armed Services and to defense plants.

The responsibilities laid on the shoulders of the American farmer to produce more food, fiber, and other farm products require that every available farm worker be kept on the job. It is more important than ever, therefore, to stress farm safety and, as the President suggests, to encourage the development of attitudes toward safety that will help to reduce the toll of accidents.

All workers of the Department are urged to cooperate in promoting the National Farm Safety Week program and in encouraging safety consciousness among farm people whenever and wherever the opportunity presents itself.

Charles F. Brannan
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 4, 1933

MEMORANDUM NO. 1308

National Farm Safety Week
July 30-31, 1933

The President has proclaimed the week of July 30-31 as National Farm Safety Week. A copy of his proclamation is reproduced on the reverse side of this sheet. National Farm Safety Week is sponsored jointly by the Department of Agriculture and the National Safety Council, in cooperation with the States and counties, the farm organizations, farm press and radio, and other groups interested in agriculture.

Recent data on injuries to farm people suggest some improvement over previous years, but the record isn't good enough.

This year the American farmer is asked to increase his output to care for the needs of hungry people in other countries, to supply our armed forces abroad, and to feed an increasing population at home. At the same time, agriculture is losing skilled help to the armed services and to defense plants.

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Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 30, 1952

MEMORANDUM NO. 1309

USDA CIVIL DEFENSE PROGRAM

Secretary's Memorandum No. 1281, dated February 16, 1951 assigned responsibility for Civil Defense in Washington to the following three staff offices: Personnel, Plant and Operations, and Budget and Finance. The field was provided for by the following:

"In the field service, the heads of the local offices should cooperate with the local civil defense organization in making preparations for protection of Department personnel, buildings, and property."

Questions have arisen as to the amount of official time which may be used in cooperating with local Civil Defense officials on Civil Defense activities. It was intended that there be no charge to leave for such activities as first aid or other similar types of training where such training is deemed necessary for the protection of Department personnel or property. Drills conducted in Department buildings or directly involving the protection of Department personnel, property or Department occupied buildings are also considered as official business of the Department. Other Civil Defense duties of a community nature, such as acting as aircraft "spotters" or air raid wardens, in the home locality (not connected with Department facilities) will be chargeable to leave when performed during the work day.

W. H. Hutchinson

Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 30, 1952

MEMORANDUM NO. 17

USDA CIVIL DEFENSE PROGRAM

Secretary's Memorandum No. 1281, dated February 16, 1952, assigned responsibility for Civil Defense in Washington to the following three staff offices: Personnel, Plans and Operations, and Budget and Finance. The field was provided for by the following:

"In the field service, the heads of the local offices should cooperate with the local civil defense organization in making preparations for protection of Department personnel, buildings, and property."

Questions have arisen as to the amount of official time which may be used in cooperating with local Civil Defense officials on Civil Defense activities. It was intended that there be no charge to leave for such activities as first aid or other similar types of training where such training is deemed necessary for the protection of Department personnel or property. Drills conducted in Department buildings or directly involving the protection of Department personnel, property or equipment occurred. Other Civil Defense duties of a community nature, such as acting as air raid "spotters" or air raid wardens, in the home locality (not connected with Department facilities) will be chargeable to leave when performed during the work day.

Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON

May 13, 1952

MEMORANDUM NO. 1310

Common Administrative Functions in Consolidated Offices

My memorandum of February 20, 1952, to heads of Department agencies stated that we are undertaking a study of the field organization of the Department, with initial emphasis on the handling of common administrative functions in consolidated offices. The memorandum established a Departmental Committee on Field Organization consisting of representatives of the agencies concerned and of the Office of the Secretary to assist in planning and directing the study.

The Departmental committee has suggested that the heads of all field agencies in consolidated State offices be encouraged to discuss possibilities for joint or cooperative handling of common administrative functions in these offices and to put into effect any arrangements that are found to be feasible and that are within existing authority. The committee has also suggested that in other States, where consideration is actively being given to consolidation, the heads of offices which may be included begin, as a group, to give consideration to possibilities for joint or cooperative handling of common administrative functions. I am fully in accord with these recommendations.

In order to promote action along these lines and to facilitate consideration of common administrative problems, I should like to ask that the heads of field agencies in each consolidated State office constitute themselves as an Administrative Committee. The committee should elect a chairman to serve for the remainder of this calendar year, and in December of each year should elect a chairman for the ensuing year. In the election of the chairman, consideration should be given to the desirability of giving each agency an opportunity, over a period of time, to share responsibility for leadership of the committee. The names of the chairman and the members should be reported by the chairman to the Secretary of Agriculture.

Where consolidated State offices have not yet been established but where consideration is actively being given to consolidation, State Administrative Committees may be formed, in accordance with the foregoing, whenever this is found to be desirable.

The State Administrative Committee may wish to establish a subcommittee consisting of the administrative assistant or other person directly concerned with administrative matters for each agency to study problems relating to common administrative needs and opportunities for cooperation

DEPARTMENT OF AGRICULTURE

WASHINGTON

Mar 22, 1932

MEMORANDUM NO. 1373

Common Administrative Functions in Consolidated Offices

My memorandum of February 20, 1932, to heads of Department agencies stated that we are undertaking a study of the field organization of the Department with initial emphasis on the handling of common administrative functions in consolidated offices. The memorandum established a Departmental Committee on Field Organization consisting of representatives of the agencies concerned and of the Office of the Secretary to assist in planning and directing the study.

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In order to promote action along these lines and to facilitate consideration of common administrative problems, I should like to ask that the heads of field agencies in each consolidated State office constitute themselves as an Administrative Committee. The committee should elect a chairman to serve for the remainder of this calendar year, and in December of each year should elect a chairman for the ensuing year. In the election of the chairman, consideration should be given to the desirability of giving each agency an opportunity, over a period of time, to share responsibility for leadership of the committee. The names of the chairman and the members should be reported by the chairman to the Secretary of Agriculture.

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The State Administrative Committee may wish to establish a subcommittee consisting of the administrative assistant or other person directly concerned with administrative matters for each agency to study problems relating to common administrative needs and opportunities for cooperation.

and to make recommendations to the Administrative Committee on these matters.

The State Administrative Committees should utilize to the fullest possible extent the knowledge and experience of the Area Administrative Services Technicians, previously designated to assist in effecting consolidation, in such matters as office layout, supply services, effective utilization of equipment, records management, communication services, and other related functions.

Each State Administrative Committee is asked to report to the Departmental Committee on Field Organization any arrangements or agreements that have been made or that are planned with respect to joint or cooperative handling of administrative functions. The Departmental committee would also like very much to receive comments and suggestions from the Administrative Committees on the broad question of how common administrative needs can best be provided. Memoranda on these matters should be addressed by the chairman of the State Administrative Committee to the Office of the Secretary, attention of the Chairman, Departmental Committee on Field Organization.

Members of the State Administrative Committees should furnish their agencies copies of memoranda addressed to the Departmental Committee on Field Organization, and should also keep their agencies informed with respect to actions taken by the State committee.

Consolidation of our offices is affording many new opportunities for cooperation among Department agencies in both program and administrative matters. By exploring these possibilities and working out cooperative arrangements wherever possible, we can make real progress toward the end objective of greater public service.

Heads of agencies are asked to transmit this memorandum to appropriate field offices.

Charles F. Brannan
Secretary

1. To identify further opportunities for coordination of Department programs.

Because of the breadth of these objectives, the survey will extend over a considerable period of time. Initial emphasis will be on administrative arrangements in consolidated State and county offices. This will necessarily involve some consideration, however, of the handling of administrative matters in other field offices and of the general structure of our field organization.

and to make recommendations to the Administrative Committee on these matters.

The State Administrative Committee should utilize to the fullest possible extent the knowledge and experience of the Area Administrative Services Technicians, previously designated to assist in effecting consolidation, in such matters as office layout, supply services, effective utilization of equipment, records management, communication services, and other related functions.

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Secretary

Rec'd. 2/25/52

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 20, 1952

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Survey of Field Organization of the Department

Our work on coordination of conservation and of research activities and consolidation of field offices under Secretary's Memorandum Nos. 1278 and 1279 of February 15, 1951, is leading to substantial improvements. However, there is need for still further study of problems relating to our field organization. In view of the progress in consolidating State and county offices, we need to give careful consideration to possibilities for working out arrangements for handling common administrative needs in these offices. A related matter is the question of whether additional steps might be taken to simplify our field organization and to coordinate field operations further.

In view of the fact that these matters are of concern to many of the agencies and offices of the Department, as well as to the Secretary's Office, we are undertaking a joint study of the field organization of the Department. Specifically, the objectives of the study are:

1. To determine what improvements and economies can be made in the handling of administrative matters in the field, including arrangements for meeting common administrative needs in State and county offices consolidated under Memorandum No. 1278 or earlier (see Secretary's Memorandum to Heads of Department Agencies dated October 3, 1951).
2. To determine whether further simplification or improvement of the Department's field structure, including administrative areas, can be made.
3. To identify further opportunities for coordination of Department programs.

Because of the breadth of these objectives, the survey will extend over a considerable period of time. Initial emphasis will be on administrative arrangements in consolidated State and county offices. This will necessarily involve some consideration, however, of the handling of administrative matters in other field offices and of the general structure of our field organization.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Director
Washington 25, D. C.

February 20, 1952

MEMORANDUM TO BUREAU OF RESEARCH ACTIVITIES

Survey of Field Organization of the Department

The work on organization of research and of research activities and coordination of field offices under Secretary's Memorandum No. 1219 and 1220 of February 10, 1951, is leading to substantial improvements. However, there is need for still further study of programs relating to our field organization. In view of the progress in coordinating State and county offices, we need to give careful consideration to possibilities for working out arrangements for handling common administrative needs in these offices. A related matter is the question of whether additional steps might be taken to simplify our field organization and to coordinate field operations further.

In view of the fact that these matters are of concern to many of the agencies and offices of the Department, as well as to the Secretary's Office, we are undertaking a joint study of the field organization of the Department. Specifically, the objectives of the study are:

1. To determine what improvements and economies can be made in the handling of administrative matters in the field, including arrangements for meeting common administrative needs in State and county offices consolidated under Memorandum No. 1219 or earlier (see Secretary's Memorandum to Bureau of Department Organization dated October 3, 1951).

2. To determine whether further simplification or improvement of the Department's field structure, including administrative areas, can be made.

3. To identify further opportunities for coordination of Department programs.

Because of the breadth of these objectives, the survey will extend over a considerable period of time. Initial emphasis will be on administrative arrangements in consolidated State and county offices. This will involve early intensive case consideration, however, of the handling of administrative matters in other field offices and of the general structure of our field organization.

To assist in planning and directing the survey, the following committee is established:

Nathan Koenig, Assistant to the Secretary, Chairman
William T. Wolfrey, Jr., Bureau of Agricultural Economics
F. H. Spencer, Agricultural Research Administration
Walter H. Conway, Extension Service
James E. Halligan, Farmers Home Administration
Fred B. Northrup, Federal Crop Insurance Corporation
E. W. Lovridge, Forest Service
Robert W. Herder, Production and Marketing Administration
J. C. Dykes, Soil Conservation Service
J. L. Wells, Office of Budget and Finance
James H. McCormick, Office of Information
James L. Buckley, Office of Personnel
Terry J. McAdams, Office of Plant and Operations

The chairman may establish working teams drawn from agencies and offices concerned to study particular problems in connection with the survey.

Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1952

MEMORANDUM NO. 1311

Department Committee on Land Acquisition Policy

There is hereby established in the Department a Committee on Land Acquisition Policy. This Committee shall function as a sub-committee of the Policy and Program Committee. The Assistant Secretary shall act as Chairman and the following persons have been designated by their respective agency heads to serve with him:

Mr. Harold K. Hill, PMA
Mr. E. H. Wiecking, BAE
Mr. Howard Hopkins, F. S.
Mr. T. L. Gaston, SCS
Mr. E. F. Mynatt, Sol.

A handwritten signature in blue ink, appearing to read "H. H. Bucklin", is written over the typed name.

Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 18, 1922

MEMORANDUM NO. 1511

Department Committee on Land Reclamation Policy

There is hereby established in the Department a Committee on Land Reclamation Policy. This Committee shall function as a sub-committee of the Policy and Program Committee. The Assistant Secretary shall act as Chairman and the following persons have been designated by their respective agency heads to serve with him:

- Mr. Harold A. Hill, FIA
- Mr. E. M. Whiting, RE
- Mr. Howard Hopkins, F. S.
- Mr. T. J. Easton, GCS
- Mr. E. T. Kynard, Sol.

[Signature]
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 28, 1952

MEMORANDUM NO. 1312
aaa

Department Coordinating Committee on Transportation

To assure an integrated Department policy on transportation matters involving legislation and hearings before the Interstate Commerce Commission and other regulatory agencies on freight rates and services, there is hereby established a Department Coordinating Committee on Transportation.

This Committee shall have responsibility for developing over-all Department policy on all transportation matters in the form of informal statements and formal testimony before Congressional committees, legislative reports furnished at the request of Congressional committees, consultation with other Departments in matters of joint interest, and in all Interstate Commerce Commission and other regulatory body hearings.

Louis H. Bean will represent the Office of the Secretary and will serve as Chairman of the Committee, and will report to me on the progress of the Committee's work. The other membership of the Committee is as follows:

Harry C. Trelogan, ARA
Frederick V. Waugh, BAE
George A. Dice, PMA
M. J. Hudtloff, PMA
C. B. Bowling, PMA
Walter D. Matson, SOL

H. H. Hutchinson

Assistant

Secretary

May 28, 1952

MEMORANDUM FOR THE SECRETARY

Department Coordinating Committee on Transportation

To assure an integrated department policy on transportation matters involving legislation and hearings before the Interstate Commerce Commission and other regulatory agencies on freight rates and services, there is hereby established a Department Coordinating Committee on Transportation.

This Committee shall have responsibility for developing over-all department policy on all transportation matters in the form of informal statements and formal testimony before Congressional committees, legislative reports furnished at the request of Congressional committees, consultation with other departments in matters of joint interest, and in all Interstate Commerce Commission and other regulatory body hearings.

Louis H. Bean will represent the Office of the Secretary and will serve as Chairman of the Committee, and will report to me on the progress of the Committee's work. The other members of the Committee are as follows:

- Harry C. Telford, ARA
- Frederick V. Knapp, EAB
- George A. Rice, FMA
- W. J. Heddlow, FMA
- C. E. Bowling, FMA
- Walter D. Hanson, SOL

[Handwritten signature]



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 26, 1952

HEADS OF AGENCIES

MEMORANDUM NO. 1313

Transportation at Official Station

1. The provisions of this memorandum outlining procedures on the use of transportation by employees engaged on official business at their official station, including the hire of taxicabs under special circumstances, are applicable to the Washington area and to such field locations as agency heads may select pursuant to the provisions of paragraph No. 3.
2. Officers and employees of the Department whose duties require travel at their official station shall use the mode of transportation which is most economical and advantageous to the Government. The more economical modes of transportation such as street cars and busses should be used in the conduct of official business when such transportation is available and will adequately serve the purpose; and agencies and bureaus will continue to provide passes or tokens for such transportation. If, after careful consideration, it is determined that other modes of transportation cannot be used, or are not practicable in a given case, the use of a taxicab may be authorized or approved. Officials designated to authorize or approve the use of taxicabs should exercise diligence and care to assure that taxicab expense is not incurred unnecessarily. In each case, the circumstances must clearly justify the use of taxicab transportation, such as (1) in emergency and unusual conditions where street cars and busses will not adequately serve the needs of the Department; (2) when public transportation is not available; or (3) when there is a need to transport bulky packages, to protect Government property, or to comply with security regulations. Convenience is not sufficient to warrant the use of such transportation. Work should be planned and commitments arranged to avoid, whenever possible, emergencies and unusual circumstances which necessitate the use of taxicabs in lieu of more economical means of transportation.
3. Heads of agencies and bureaus shall designate responsible key officials to authorize or approve the use of taxicabs. Such designations shall be limited to those officials who have authority to authorize other forms of travel. Agencies should require prior authorization to the fullest extent practicable; post approval should be limited to emergency circumstances preventing prior authorization. Heads of agencies and bureaus may, if it is considered administratively advisable and to the advantage and best interests of the Government, extend the provisions of this memorandum to selected field locations where unusual circumstances warrant such authority.



June 22, 1932

HEADS OF AGENCIES

Transportation at Official Station

1. The provisions of this memorandum outlining procedures on the use of transportation by employees engaged on official business at their official station, including the use of taxicabs under special circumstances, are applicable to the Washington area and to such other locations as agency heads may select pursuant to the provisions of paragraph No. 5.
2. Officers and employees of the Department whose duties require travel at their official station shall use the mode of transportation which is most economical and advantageous to the Government. The mode of transportation should be selected on the basis of the nature of the trip and the conditions of travel. In the event of official business where such transportation is available and will adequately serve the purpose, and a taxicab and business will continue to provide passage for such transportation. If, after careful consideration, it is determined that other modes of transportation cannot be used, or are not practicable in a given case, the use of a taxicab may be authorized or approved. Official taxicabs are authorized for use of taxicabs where the use of taxicabs is not practicable. In such cases, the circumstances must clearly justify the use of taxicabs. Transportation, such as (1) in emergency and unusual conditions where travel is necessary and passage will not adequately serve the needs of the Government; (2) when public transportation is not available; or (3) when there is a need for transport only because of special Government property, or in connection with special transportation. Government is not entitled to warrant the use of such transportation. Travel should be planned and arrangements arranged to avoid, wherever possible, emergency and unusual circumstances which necessitate the use of taxicabs in lieu of more economical means of transportation.
3. Heads of agencies and persons shall designate responsible key officials to authorize or approve the use of taxicabs. Such authorization shall be limited to those officials who have authority to authorize other forms of travel. Agencies should designate key officials to the fullest extent practicable; good approval should be given in emergency circumstances involving prior authorization. Heads of agencies and persons may, if it is considered administratively advisable and in the interests and best interests of the Government, extend the provisions of this memorandum to selected field locations where unusual circumstances warrant such authority.

4. Budget Bureau Circular No. A-7 Revised (Transmittal Memorandum No. 5 of October 8, 1951), amending paragraph 11 of the Standardized Government Travel Regulations, provides that, "in the case of hire of taxicabs reimbursement may be allowed for the actual fare plus tips of 10 cents where the fare is \$1.00 or less or ten per cent of the fare increased to the next multiple of five where the fare exceeds \$1.00." Reimbursement may be obtained for taxicab fares upon submission by the employee of a Standard Form 1164, "Claim for Reimbursement for Taxicab Expenses", showing for each trip, the date, points of origin and destination (buildings, offices, or street addresses), fare and tip. The form must be approved by an official designated as indicated in paragraph No. 3 above. Agency procedures should provide for a filing or recording system which will readily provide, if needed, information on expenditures for taxicab fares.
5. The provisions of this memorandum shall be effective on and after July 1, 1952.

W. H. Hutchinson

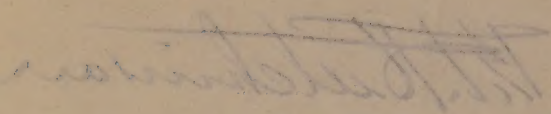
Assistant Secretary

Agency	Member	Alternate
AAA	Carlston V. Barnes	
AAI	Edmund E. Johnson	E. E. Johnson
AAV	F. V. Wagner	L. A. Jones
FAA	Harold E. Brownell	Clarence E. Jones
FAA	Carl Colver	E. V. McJannet
FAA	Edward V. Crafts	C. E. Jones
FAA	Harold E. Smith	E. E. Johnson
FAA	Delph E. Will	E. E. Johnson
FAA	F. L. Gannon	Carl E. Jones

Charles F. Hutchinson

4. Budget Bureau Circular No. A-7 Revised (Transmitted Memorandum No. 7 of October 8, 1951), amending paragraph 11 of the Standardized Government Travel Regulations, provides that, "in the case of hire of taxis, reimbursement may be allowed for the actual fare plus tip of 10 cents where the fare is \$1.00 or less or ten percent of the fare increased to the next multiple of five where the fare exceeds \$1.00." Reimbursement may be obtained for taxicab fares upon submission by the employee of a Standard Form 113, "Claim for Reimbursement for Taxicab Expenses", showing for each trip, the date, points of origin and destination (building, office, or street address), fare and tip. The form must be approved by an official designated as indicated in paragraph No. 3 above. Agency procedures should provide for a filing or recording system which will readily provide, if needed, information on expenditures for taxicab fares.

5. The provisions of this memorandum shall be effective on and after July 1, 1952.



Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

7-21-52

MEMORANDUM NO. 1314

Department Committee on Agricultural Resources Conservation

In furtherance of the objectives of Memorandum No. 1278, there is hereby established in the Department a Committee on Agricultural Resources Conservation to assist the Under Secretary in coordination of conservation activities and policies. This Committee shall function as a subcommittee of the Department's Policy and Program Committee. The Under Secretary shall act as Chairman, in accordance with the responsibilities delegated to him in Memorandum No. 1286.

The Committee shall review Agricultural Resources Conservation Programs developed by the respective States, furnish any necessary additional guidance to States and counties on development of ARC Programs, direct summarizing the State programs into a National Agricultural Resources Conservation Program, and otherwise assist the Under Secretary in carrying out his responsibilities under Memorandum No. 1278 relating to coordination of agricultural resources conservation activities.

The following persons have been designated by their respective agency heads to serve on the Committee as members and alternates:

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
ARA	Carleton P. Barnes	--
BAE	Sherman E. Johnson	R. P. Christensen
EXT	P. V. Kepner	L. I. Jones
FHA	Marcus B. Braswell	Clayton C. Case
FCA	Carl Colvin	A. T. Esgate
FS	Edward C. Crafts	C. Edward Behre
PMA	Harold K. Hill	H. L. Manwaring
SEC	Ralph R. Will	R. A. Hertzler
SCS	T. L. Gaston	Carl B. Brown

Charles F. Brannan

Waters 7-9-52

7-21-22

MEMORANDUM NO. 1214

Department Committee on Agricultural Resources Conservation

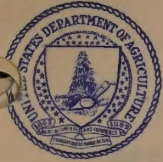
In furtherance of the objectives of Memorandum No. 1213, there is hereby established in the Department a Committee on Agricultural Resources Conservation to assist the Under Secretary in coordination of conservation activities and policies. This Committee shall function as a subcommittee of the Department's Policy and Program Committee. The Under Secretary shall act as Chairman, in accordance with the responsibilities delegated to him in Memorandum No. 1213.

The Committee shall review Agricultural Resources Conservation programs developed by the respective States, furnish any necessary additional guidance to States and counties on development of ARC programs, direct summarizing the State programs into a National Agricultural Resources Conservation Program, and otherwise assist the Under Secretary in carrying out his responsibilities under Memorandum No. 1213 relating to coordination of agricultural resources conservation activities.

The following persons have been designated by their respective agency heads to serve on the Committee as members and alternates:

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
ARA	Carlson F. Barnes	--
BAE	Sherman B. Johnson	R. P. Christensen
EXT	P. V. Kerner	L. I. Jones
FHA	Marion B. Branswell	Clayton C. Case
FCA	Carl Colvin	A. T. Eskate
FS	Edward C. Crafts	C. Edward Behre
FMA	Harold K. Hill	H. L. Manwaring
SEC	Ralph R. Will	R. A. Hertzler
SCS	T. L. Gaston	Carl B. Brown

Charles F. Brown



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 23, 1952

MEMORANDUM NO. 1315

Preparation of a Comprehensive Agricultural Plan
for the Cumberland River Basin Area

The Department of Agriculture will prepare a plan for the multiple-purpose development, use and conservation of the agricultural resources of the Cumberland River Basin Area. It will set forth the land and water work that needs to be done irrespective of ownership of the lands involved. Under this plan the programs and activities of the Department, as well as the interests of other land administering agencies, relating to the development, utilization, and conservation of land and water resources will be integrated into a unified basin-wide agricultural program. This program will be designed primarily to: Conserve and improve the lands and increase their productivity; protect, utilize, and increase the productivity of the forest resource; protect, enhance, develop, and use the water resource; improve the use of land and water through supplemental irrigation and drainage; reduce flood water and sediment damages; enhance recreation; encourage development and maintenance of appropriate wildlife populations; and also to support, complement, and balance the work of other agencies -- particularly the activities of the Department of the Army.

The multiple-purpose agricultural plan is to be prepared in the form of a single report for transmittal to the Congress with a recommendation that the proposed program be authorized. Essential supporting information will be included in appropriate appendices.

The Cumberland River Basin agricultural plan will be developed by and under the leadership and direction of the Secretary's Field Representative assisted by responsible Department agency people in the area or their designated representatives. The Secretary's Field Representative assisted by the agency representatives, will prepare a work outline for the planning effort. This outline will set forth the various tasks to be performed in preparing the basin plan, and will indicate the tasks to be performed by the various agencies participating. Each agency representative will act as leader for and coordinator of the work done by his agency. When the several tasks are completed, the results will be integrated into a unified, comprehensive plan. The Field Representative,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



July 13, 1937

MEMORANDUM FOR

Preparation of a Comprehensive Agricultural Plan
for the Cumberland River Basin Area

The Department of Agriculture will prepare a plan for the multi-purpose development, use and conservation of the agricultural resources of the Cumberland River Basin Area. It will set forth the land and water work that needs to be done irrespective of ownership of the lands involved. Under this plan the program and activities of the Department, as well as the interests of other interested agencies, relating to the development, utilization, and conservation of land and water resources will be integrated into a unified basin-wide agricultural program. This program will be designed primarily to: conserve and improve the lands and increase their productivity; protect, utilize, and increase the productivity of the forest resources; protect, enhance, develop, and use the water resources; improve the use of land and water through supplemental irrigation and drainage; reduce flood water and sediment damage; enhance recreation; encourage development and improvement of agricultural and related industries; and also to support, coordinate, and balance the work of other agencies -- particularly the activities of the Department of the Army.

The multi-purpose agricultural plan is to be prepared in the form of a single report for submission to the Congress with a recommendation that the proposed program be authorized. Essential supporting information will be included in appropriate appendices.

The Cumberland River Basin Agricultural Plan will be developed by and under the leadership and direction of the Secretary's Field Representative who assisted by responsible government agency people in the area or their representatives. The Secretary's Field Representative will be assisted by the agency representatives, will prepare a work outline for the planning effort. This outline will set forth the various tasks to be performed in preparing the basin plan, and will indicate the tasks to be performed by the various agencies participating. Each agency representative will act as leader for and coordinator of the work done by his agency. When the several tasks are completed, the results will be integrated into a unified, comprehensive plan. The Field Representative

assisted by the agency representatives, will then prepare a report for review by agencies of the Department and approval of the Secretary, setting forth the plan, estimates to its costs, its anticipated physical, economic, and social effects, together with recommendations. The watershed survey under the Flood Control Acts in the Cumberland River Basin Area will be a part of the comprehensive planning activity. The practices and measures recommended for flood water and sediment damage reduction and erosion prevention and their physical, social and economic effects including their costs and benefits will be included in an appendix.

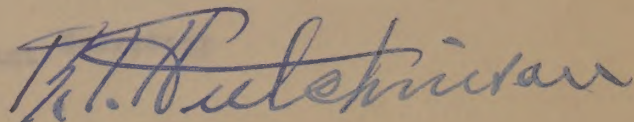
The appropriate local, State and Federal agencies are to be given full opportunity to cooperate in the planning effort as they have interests and responsibilities. The work outline will set out the general scope of cooperation. Cooperative arrangements for each planning task will be effectuated by the agency undertaking that task. The Department will conform with the provisions of the Federal Inter-Agency River Basin agreement of December 29, 1943.

Provision shall be made in the plan for its periodic review and modernization.

The Cumberland River Basin plan will consist of (1) an inventory of resource potentials and problems, (2) a listing of development, use, management and conservation objectives, (3) present programs, and (4) program recommendations for the Department and cooperating local, State and Federal agencies needed to achieve those objectives. The role of the public agencies will be (1) to administer, develop and provide for the conservation use of the public lands and (2) to supplement and support the primary effort of farmers and other private owners and operators. The plan will be organized on the basis of public services to be performed and not in terms of existing functional agencies. The program when authorized will be implemented through the regularly established agencies.

Except as modified herein, policies and instructions currently in force for administration of the Department's activities, including those for flood control surveys, will be observed in formulating the Cumberland Basin agricultural plan, provided that necessary deviations or exceptions may be granted by appropriate authority upon recommendation of the Secretary's Field Representative.

Mr. George K. Stephenson of the U. S. Forest Service will serve as the Secretary's Field Representative. His headquarters will be at Nashville, Tennessee.



Acting Secretary

assisted by the agency representatives, will then prepare a report for review by agencies of the Department and approval of the Secretary, setting forth the plan, estimates to its costs, its anticipated physical, economic, and social effects, together with recommendations. The watershed survey under the Flood Control Act in the Cumberland River basin area will be a part of the comprehensive planning activity. The practices and measures recommended for flood water and sediment damage reduction and erosion prevention and their physical, social and economic effects including their costs and benefits will be included in an appendix.

The appropriate local, State and Federal agencies are to be given full opportunity to cooperate in the planning effort as they have interests and responsibilities. The work outline will set out the general scope of cooperation. Cooperative arrangements for each planning task will be effected by the agency undertaking that task. The Department will conform with the provisions of the Federal Inter-Agency River Basin Agreement of December 29, 1943.

Provision shall be made in the plan for its periodic review and modification.

The Cumberland River Basin plan will consist of (1) an inventory of resources potentials and problems, (2) a listing of development, use, management and conservation objectives, (3) present programs, and (4) program recommendations for the Department and cooperating local, State and Federal agencies needed to achieve those objectives. The role of the public agencies will be (1) to administer, develop and provide for the conservation use of the public lands and (2) to supplement and support the primary effort of farmers and other private owners and operators. The plan will be organized on the basis of public services to be performed and not in terms of existing functional agencies. The program when authorized will be implemented through the regularly established agencies.

Except as modified herein, policies and instructions currently in force for administration of the Department's activities, including those for flood control surveys, will be observed in formulating the Cumberland River Basin agricultural plan, provided that necessary deviations or exceptions may be granted by appropriate authority upon recommendation of the Secretary's field representative.

Mr. George K. Stephenson of the U. S. Forest Service will serve as the Secretary's field Representative. His headquarters will be at Nashville, Tennessee.


Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 3, 1952

MEMORANDUM NO. 1316

~~MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES~~

Departmental Committee on Public Service Relations

Earlier this year Commissioner Ramspeck of the Civil Service Commission told us at Secretary's Staff Meeting of the Commission's program to give the public facts about the Federal Service, as a means of recruiting more qualified men and women for Government work.

To facilitate cooperation with the Civil Service Commission, the following persons are designated as a Departmental Committee on Public Service Relations:

J. H. McCormick, Office of Information, Chairman
C. O. Henderson, Office of Personnel, Vice Chairman
Philip S. Brown, Farmers Home Administration
W. G. Hoag, Farm Credit Administration
Walter John, Production and Marketing Administration
E. G. Moore, Agricultural Research Administration
Dana Parkinson, Forest Service
Eugene J. Peterson, Soil Conservation Service
Lester A. Schlup, Extension Service
Henry C. Starns, Rural Electrification Administration
Thomas E. Street, Office of Foreign Agricultural Relations

The Committee may wish to give consideration to the establishment of subcommittees to represent the Agricultural Research Administration bureaus and the Production and Marketing Administration branches, respectively.

All agencies are asked to cooperate with the Committee in helping to forward the objectives which the Civil Service Commission is seeking to accomplish in this area.

Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM FOR THE SECRETARY
DEPARTMENTAL COMMITTEE ON Public Service Relations

During this year, the Department of the Civil Service Commission held its 25th annual meeting. The Commission's program to give the public facts about the Federal Service, as a means of recruiting more qualified men and women for Government work.

To facilitate cooperation with the Civil Service Commission, the following persons are designated as a Departmental Committee on Public Service Relations:

J. E. McGowan, Office of Information, Chairman
C. G. Henderson, Office of Personnel, Vice Chairman
Philip S. Brown, Bureau of Home Administration
W. G. Hoag, Farm Credit Administration
Walter John, Production and Marketing Administration
R. E. Moore, Agricultural Research Administration
Lana Kirkman, Forest Service
Eugene J. Patterson, Soil Conservation Service
Gustav A. Schlegel, Extension Service
Henry C. Stearns, Rural Electrification Administration
Thomas E. White, Office of Foreign Agricultural Relations

The Committee may wish to give consideration to the establishment of sub-committees to represent the Agricultural Research Administration Bureau and the Production and Marketing Administration Bureau, respectively.

All agencies are asked to cooperate with the Committee in helping to forward the objectives which the Civil Service Commission is seeking to accomplish in this area.

Respectfully,
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 11, 1952

MEMORANDUM NO. 1317

Responsibilities under Section 7 of the Trade Agreements Extension
Act of 1951

.R.Doc.
52-10058)

Under the Revised Secretary's Regulations on Import Quotas and Fees (FR), primary responsibility within the Department for action on matters for which the Secretary is responsible under section 22 of the Agricultural Adjustment Act, as amended, and section 8(a) of the Trade Agreements Extension Act of 1951 has been assigned to the Administrator, PMA. From time to time the Department undoubtedly will be requested to make recommendations or to perform other responsibilities in connection with actions proposed on agricultural commodities and products thereof under section 7 of the Trade Agreements Extension Act of 1951 on cases other than those arising under section 8(a). In view of the need for coordinated action by the Department on matters arising under section 22 and section 7, primary responsibility for any action the Department is requested to take on agricultural commodities and products thereof under section 7 of the Trade Agreements Extension Act of 1951 is hereby assigned to the Administrator, PMA.

OFAR has responsibility in the general field of international agricultural trade relationships and for contact with the State Department and foreign governments regarding the three sections mentioned, including communication of relevant department decisions as agreed to be appropriate. Primary responsibility for any action the Department is requested to take under Section 7 on non-agricultural commodities is hereby assigned to the Director, OFAR.

OFAR and PMA, in exercising their primary responsibilities under these authorities, shall consult with each other and the other offices, agencies and bureaus of the Department whose activities will be affected during developmental, as well as final, stages of performance.

Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 17, 1952

MEMORANDUM NO. 1317 SUPPLEMENT 1

Responsibilities Under Section 7 of the Trade Agreements
Extension Act of 1951

F.R. DOC. 52-10058, Revised Secretary's Regulations on Import
Quotas and Fees, referred to in Secretary's Memorandum
No. 1317, dated September 11, 1952, appears in Volume 17,
No. 181, Page 8287 of the Federal Register.

C. J. McCormick
Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



October 17, 1934

MEMORANDUM NO. 1317 SUBMITTAL 1

Recommendations Under Section 7 of the Trade Agreement
Extension Act of 1931

T. E. DOC. 52-10023, Revised Secretary's Regulations on Import
Quotas and Fees, referred to in Secretary's Memorandum
No. 1314, dated September 11, 1933, appears in Volume 17,
No. 101, page 2387 of the Federal Register.

[Signature]
Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 14, 1952

MEMORANDUM NO. 1318

Responsibilities for Soil Survey and Soil, Crop and
Water Management Research

In order to strengthen the scientific work in the fields of soil surveys and soil, crop, and water management research, and improve administration and cooperation with State Experiment Stations and other agencies, clarify responsibilities for research activities, and expand the opportunities for better service to farmers, it is hereby ordered, effective November 15, 1952:

1. All soil survey activities of the Department of Agriculture shall be conducted by the Soil Conservation Service.
2. All research in soil and crop management, and in water management on farms related to crop production, shall be conducted by the Agricultural Research Administration.
3. The Soil Conservation Service shall continue studies in irrigation and drainage engineering directly related to Soil Conservation Service operations, and provide engineering and other technical services, such as the conduct of field trials in soil, crop and water management as an aid in applying research findings and improved practices to local situations, and the collection and interpretation of facts about specific farms, dam sites, ground water, irrigation enterprises, or other situations as may be required.
4. The Chief, Soil Conservation Service, and the Administrator, Agricultural Research Administration, shall agree as to the personnel and property of their respective agencies which shall be transferred between the respective agencies, and shall submit a joint recommendation on the funds to be allotted or transferred, in order to carry out this order.
5. This memorandum shall not be construed to restrict the authority provided by Memorandum No. 1279, as supplemented.

Charles F. Brannan
Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 17, 1932



MEMORANDUM NO. 1318

Responsibilities for Soil Survey and Soil, Crop and
Water Management Research

In order to strengthen the scientific work in the fields of soil surveys and soil, crop, and water management research, and improve administration and cooperation with State Experiment Stations and other agencies, chiefly responsibilities for research activities, and expand the opportunities for better service to farmers, it is hereby ordered, effective November 15, 1932:

1. All soil survey activities of the Department of Agriculture shall be conducted by the Soil Conservation Service.
2. All research in soil and crop management, and in water management on farms related to crop production, shall be conducted by the Agricultural Research Administration.
3. The Soil Conservation Service shall continue studies in irrigation and drainage engineering directly related to Soil Conservation Service operations, and provide engineering and other technical services, such as the conduct of field trials in soil, crop and water management as an aid in applying research findings and improved practices to local situations, and the collection and interpretation of facts about specific farms, dam sites, ground water, irrigation enterprises, or other situations as may be required.
4. The Chief, Soil Conservation Service, and the Administrator, Agricultural Research Administration, shall agree as to the personnel and property of their respective agencies which shall be transferred between the respective agencies, and shall submit a joint recommendation on the basis to be allotted or transferred, in order to carry out this order.
5. This memorandum shall not be construed to restrict the authority provided by Memorandum No. 1279, as supplemented.

Secretary